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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Operations School

DATE: 2 February 1955

FROM : AH/OS

SUBJECT: Weekly Activity Report #5
26 January - 1 FebruaryI. SIGNIFICANT ITEMS

Nothing to report.

II. OTHER ITEMS

- a. Plans have been completed for changing certain of the instructors' offices and for reorganizing the use of available classrooms by the courses of the Operations School/Headquarters Training. The move is expected to take place during the week of 7 February. The effect of the move will be to release Rooms 155 and 166 for use by Management Training and to release Rooms 200, 204 and 201b for future occupancy by Operations School/Covert Training.

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School. When recommendations for such a program are completed they will be presented to the Chief, Operations School.

- c. currently assigned to the Editorial & Reproduction Section of the Instructional Services Branch, to determine her willingness to transfer to the Operations School/Headquarters Training, occupying the slot which will be left open when transfers to the Intelligence School along with the staff of the Course on indicated she will be interested in the assignment. was notified, and she informed that it would be at least two months until could be given the new assignment since it would be necessary to have a replacement for her prior to releasing her from her present job.

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d. Investigative Techniques, Course #1 ended on 28 January. Informal conversations with some of the students reveal that the course was well received, of value and of interest. The Chief Instructor, [] has been directed to prepare a course report summarizing student comments and indicating his personal opinion of the value of the course as a whole and of each individual segment of the course in particular.

e. [] of the Operations School/Covert Training has asked [] for his assistance in presenting to a group [] a paper problem involving the establishment of a training curriculum.

f. [] completed the Course on World Communism which ended 28 January. Discussions have been held with [] Chief, Basic School on the question of proper placement of [] for his first assignment in the Office of Training.

g. Several discussions were held between [] [] with respect to the planned use of Room 147, Building []. It was originally intended to use this room as a storage room for safes containing archives material until such time as this material could be reviewed. It now appears that it may be cheaper to have this room converted to a vault in which key-lock cabinets could be used for storage of material than to requisition a large number of safes. The issue has not yet been resolved, but one way or the other, Room 147 will be used as a storage room for material which is not in current use.

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